



Job Opportunity

State Controller's Office

Position: Associate Governmental Program Analyst/Staff Services Analyst
28 Positions, Permanent Full time
Subject to Budget Enactment

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: July 2, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Richard Garcia, (916) 323-8472

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-5393-XXX.17
051-550-5157-XXX.28

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

The State Controller's Office, anticipates seventeen to twenty-eight openings in various units of the Bureau of Unclaimed Property Program. The bureau fosters an environment that promotes the use of teamwork and professionalism. With general direction provided by a Staff Services Manager I (Supervisor) and dependent upon the function, the Associate Governmental Program Analyst (AGPA)/Staff Services Analyst (General) performs the following tasks, duties and responsibilities. Duties may include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- DUTIES WILL COMMENSURATE WITH LEVEL HIRED
- Analyze and evaluate various wills, trusts, court documents, letters of testamentary, and other legal documents as submitted by executors, attorneys, heir finders, and heirs of estates in accordance with Unclaimed Property Law and the California Probate Code;
- Perform research and analysis on requests received from the legislative, legal, public affairs, and executive staff;
- As the claimant's advocate, analyze and provide analysis to the public regarding unclaimed property issues;
- Respond to inquiries from the public and manage resolution of claimant issues;
- Develop and establish outreach and educational seminars, webinars, and audio conferences for holders of unclaimed property including banks, financial institutions, insurance companies, and other various



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



businesses and holders of unclaimed property;

- Perform research and analysis for locating potential owners and heirs of unclaimed property through the use of various internet and public databases;
- Review, analyze, edit, and write publications for businesses, holders of unclaimed property, and potential owners of unclaimed property;
- Track and research special projects related to unclaimed property issues and to perform quality reviews of claims;
- Establish, analyze, and track statistical information related to unclaimed property production and issues;
- Establish employee training manuals and perform presentations, and train staff on unclaimed property laws and procedures;
- Analyze and research the complex holder reports as submitted to the State Controller's Office under Unclaimed Property Law and communicate information to the holder community.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference 051-550-5393-XXX.17 and 051-550-5157-XXX.28.ADM (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).